



Heritage Center Advisory Board Meeting
November 23, 2011

AB Members Present: Geneva “Jo” Harris, Auston Johnson, Velma Kleffner, Shirley Meier, Bob Millard, Jon Uebelhack

AB Members Absent: Ellie Green, Kathy Houston, Meeda Smith

City Staff Present: Susan Gregory, Director

Guests Present: None

Call to Order:

Bob Millard called the meeting to order at 10:30 a.m. and welcomed everyone.

Minutes:

The October 2011 minutes were approved on a motion by Velma Kleffner and seconded by Jo Harris.

Special Recognition: None

Citizen Comments: None

Committee Reports: Director Gregory reported Kathy Houston will chair the Fire/Police Luncheon which is planned for the week of Valentine’s Day – final dates TBA. Last year, the Luncheon was held on four different days to cover all the staffing shifts. The invitations will be mailed to all police/fire staff and then later they will be given a plate of cookies and a reminder flyer. In January, we will ask for donations to help fund the luncheon. Also looking for volunteers to be on the committee.

Unfinished Business:

- A. CDBG Project
- CDBG project still moving along. The doors are being installed today and we will open the doors for the Holiday Boutique on December 2nd and then the entrance will be closed again for a few days. There have been a few glitches due to change orders and determining responsibility but most has gone along very well. After the Holiday Boutique the workers will finish turning three of the twelve poles into columns covered with stucco which will give the center a much appreciated face-lift. Hopefully, we can raise funds over the next three years to continue the face-lift. There will be two benches built into the cement and two planter boxes for future

Heritage Center Advisory Board Meeting
November 23, 2011

flowers and plants. We are still looking into flooring options. We plan to have a ribbon cutting ceremony on December 21st at 11:00 with refreshments, and a thank you for the architect, contractors, city and all donators.

B. Service Dogs and other animals in Center

Although we did not have a full quorum last month, we did vote to adopt a new policy stating that only service animals would be allowed into the Center. Director Gregory confirmed with the city that the city council doesn't need to vote on the policy. Board members were given the opportunity to voice concerns and no one had any additional comments on the new policy. The Jan/Feb newsletter will have the official policy posted to advise the participants of the change.

C. Road Home & Mental Health Service Projects

The donation box in the lobby is doing very well and the Road Home is very appreciative. The winter clothing donations are going to the Road Home overflow shelter in Midvale. This location caters to families. Bob Millard picks up and delivers the donations weekly. He will continue through Christmas and may consider extending through January if needed. Dr. Bagnel at the Metal Health Center was happy with the donated hats. With regards to the previously discussed yard sale, Dr. Bagnel wanted the seniors to organize and man the yard sale outside of Sam's Club. The decision was made that due to the cold temperatures and the fact that we already organize a yard sale for the Heritage Center, we would not be participating in a yard sale for the volunteer mental health clinic.

New Business: None

Director's Report:

Director Gregory reported that the Office Administrative Supervisor position has been filled. The interview process included two groups (first 11 then an additional 6) that were first given a computer test to show the applicant's computer knowledge with a second interview scheduled for those who passed the computer test. The job was offered to April Callaway and she will start work on Monday. This will help take the pressure off the staff since Sharon's retirement. Volunteers are needed for the Winter Boutique December 2 as well as donated items for the Heritage Center boutique table. The Center will be closed December 23 & 26 for Christmas. Officers will be elected at the January meeting. Meeda Smith & Jo Harris are the only board members who have terms ending in January 2012. Director Gregory asked Jo Harris if she would be willing to serve another term and she said yes. Director Gregory will check on the status of Jo Harris's term because she said it just started last year. Director Gregory thought she was completing an vacant term and that's why it was so short but she will double check. The

Heritage Center Advisory Board Meeting
November 23, 2011

suggestion of Dora Lee Ivie was made for a new board member.

The next board meeting will be held on **Wednesday, January 25 at 10:30 a.m.**

There being no further business the meeting adjourned at 11:30 a.m. on a motion by Bob Millard and seconded by Jo Harris. Minutes recorded by April Callaway.